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2. FUNCTIONS

2.1 Approved Training Provider Registration

2.1.1 Description of Function

This function allows on-line submission of e-form training provider registration e-form. A training provider administrator/coordinator is required to complete the registration form and obtain the approval from the Biosafety Branch on the course registration.

Training administrator/coordinator can also save the application form as draft for completion at a later date, but the draft will only be kept for 14 days in the system. Upon saving the application, the system will generate a user id and password for the user to log into the system to retrieve their draft at a later stage. Applicant can only have a draft for each application.

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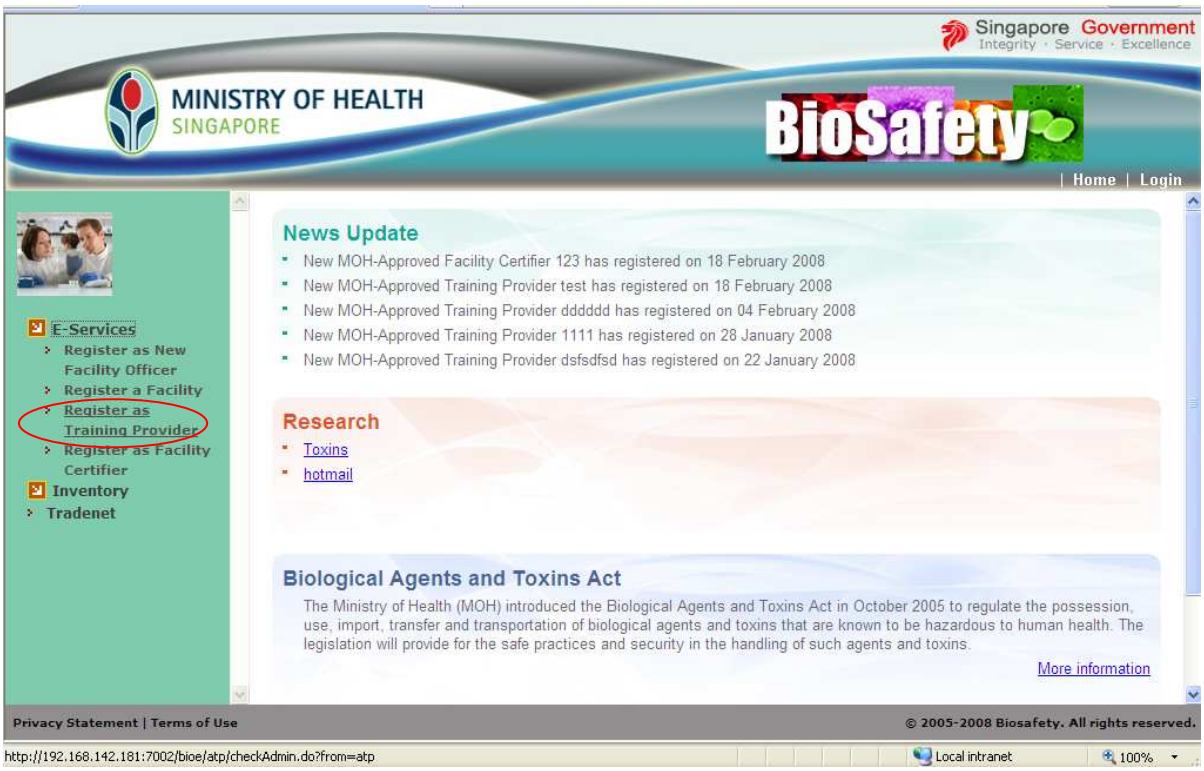
2.1.2 Registration as an Approved Training Provider

Steps:

1. Biosafety Internet website -> E-Services -> Register as Training Provider



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2. If you have not already registered with the Biosafety Branch before, select the “No” radio button and click **Submit**.

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3. The system displays the application form for registration as Approved Training Provider.

The application form contents three separated sections:

Organization: Information of Organization
Applicant Particulars and Course: Information of Application and details of the course
Trainer's Particulars and Attachment: Information of trainers and the supporting documents

Users can navigate among sections using top navigation links

4. Fill in the application form:

Particulars of Organization

i. Enter the full name of organization.
ii. Enter 'Year Established'.
iii. Select "Overseas" if the Head/Main office of your organization is not located in Singapore and enter all the mandatory fields.
iv. Select "No" if the mailing address is different from the organization address and enter all the mandatory fields.
v. Enter the contact details: 'Telephone no.', 'Fax no.' and 'Email Address'.

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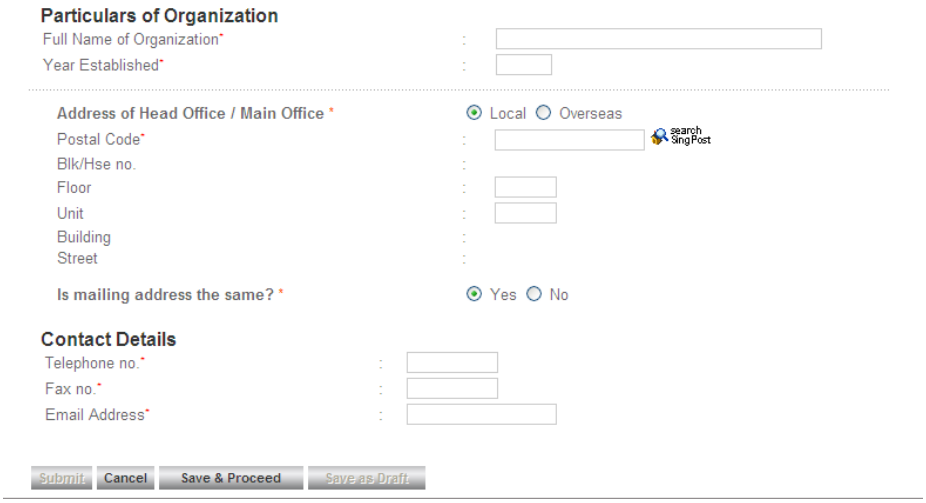
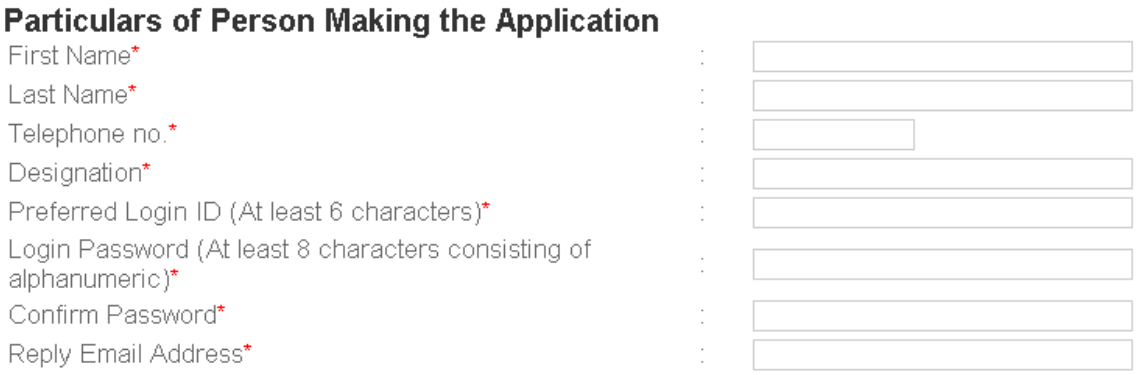


Particulars of Person Making the Application

vi. Fill in all the mandatory fields for Particulars of Person Making the Application section.



Particulars of the Course

vii. Enter the course information.

Add Trainers

viii. Click on the person icon to add Particulars of the trainer.

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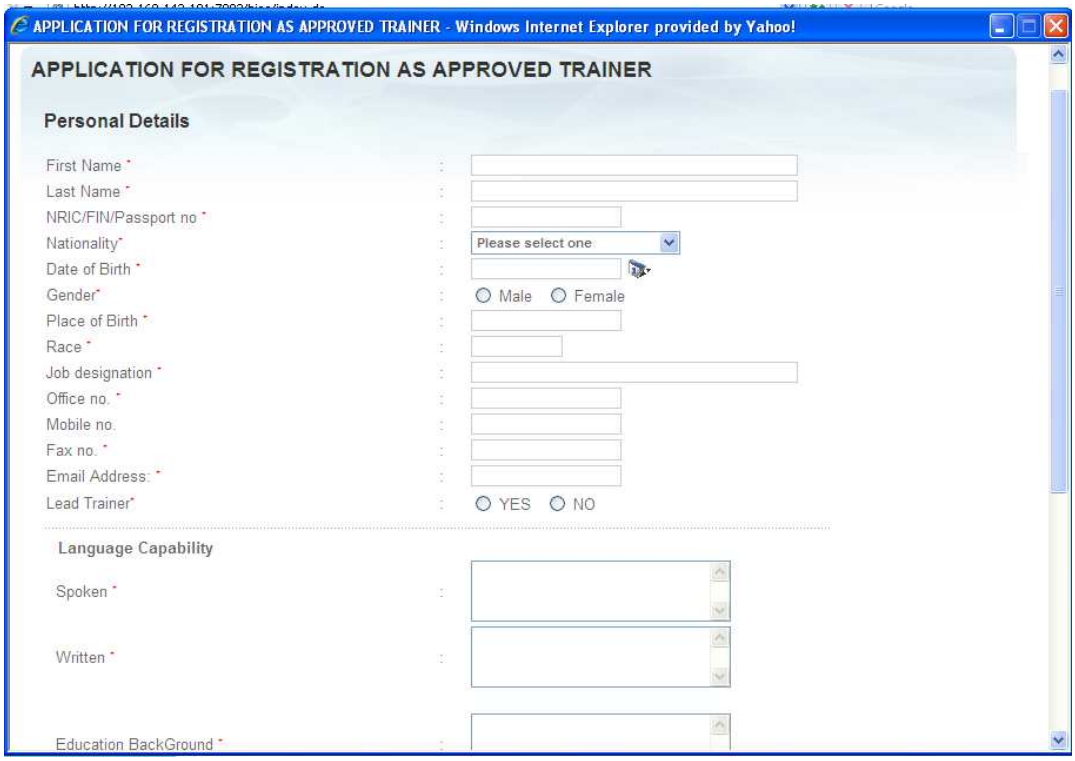
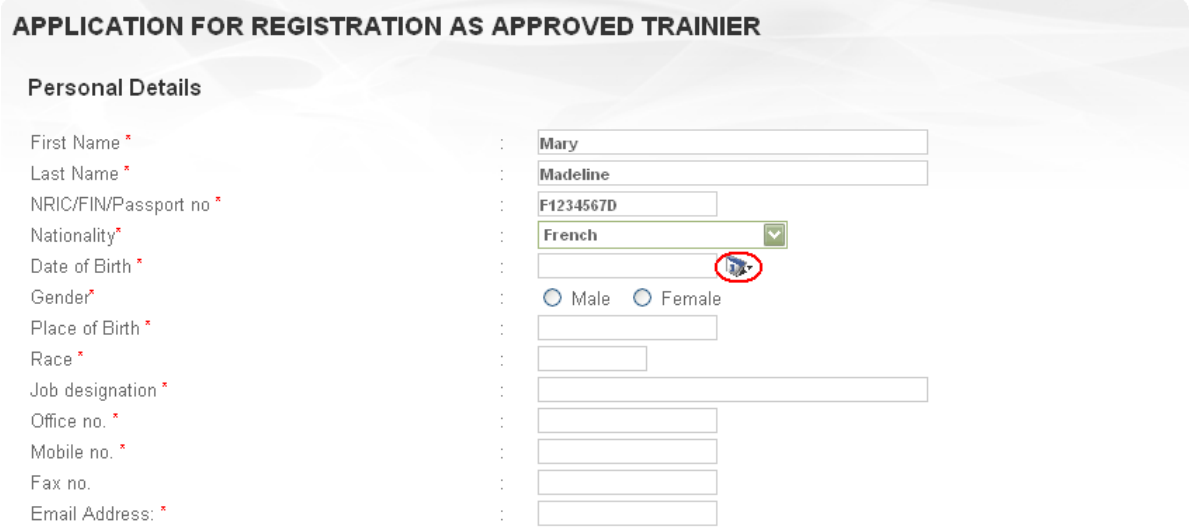
ix. A pop-up screen is displayed for entering the trainer information.



x. Enter all the mandatory fields.

xi. Click on the calendar icon for the date of birth.



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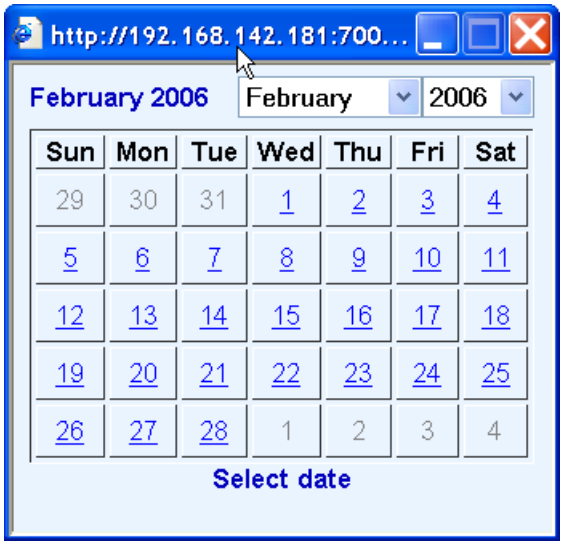
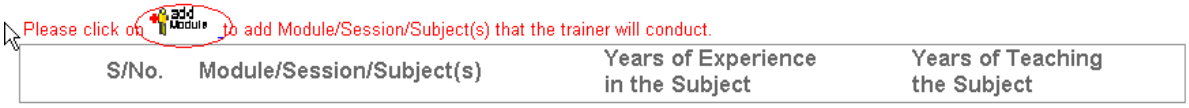
xii. A calendar pop-up window is displayed as follow:



Select the proper date and the textbox will be filled with the selected date.

xiii. Click on the add module icon to add Module/Session/Subject(s).



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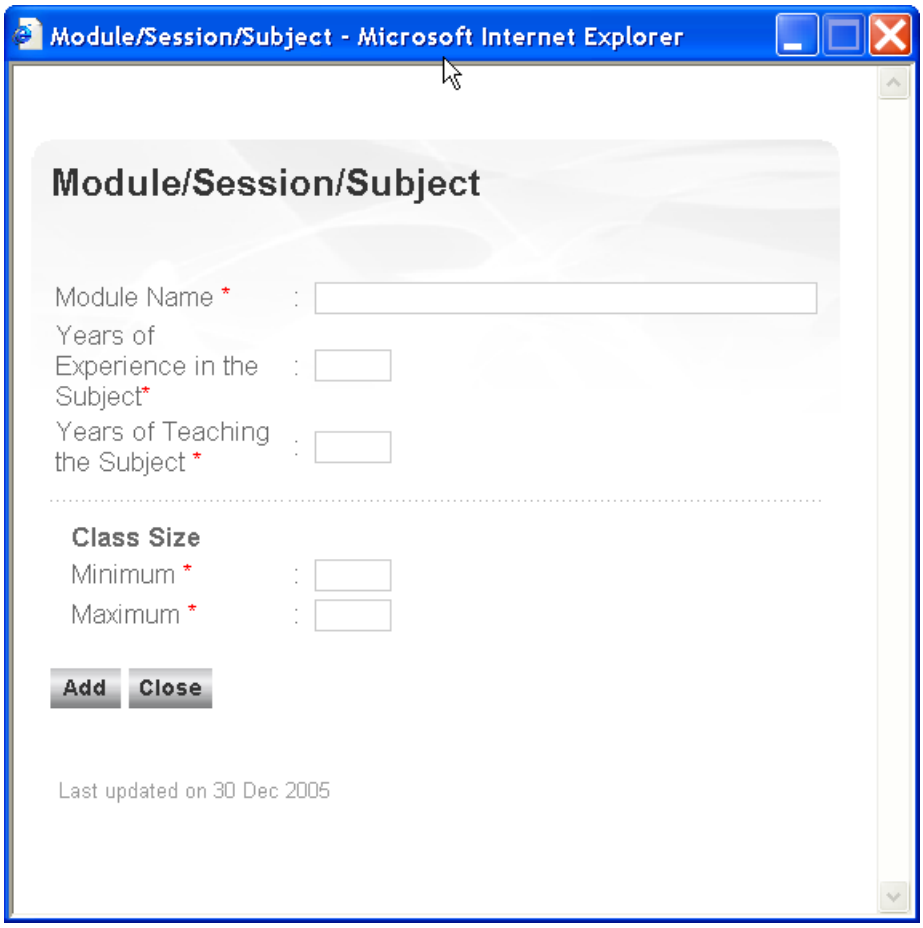
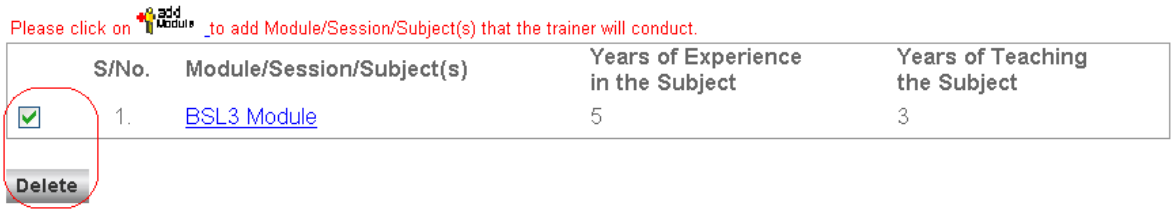
xiv. A pop-up screen will be displayed.
Fill in the mandatory fields and click **Add** button.



xv. To delete away the Module/Session/Subject(s) from the list.
Check the checkbox against the S/No, and click the **Delete** button to delete the selected Module/Session/Subject(s) from the list.



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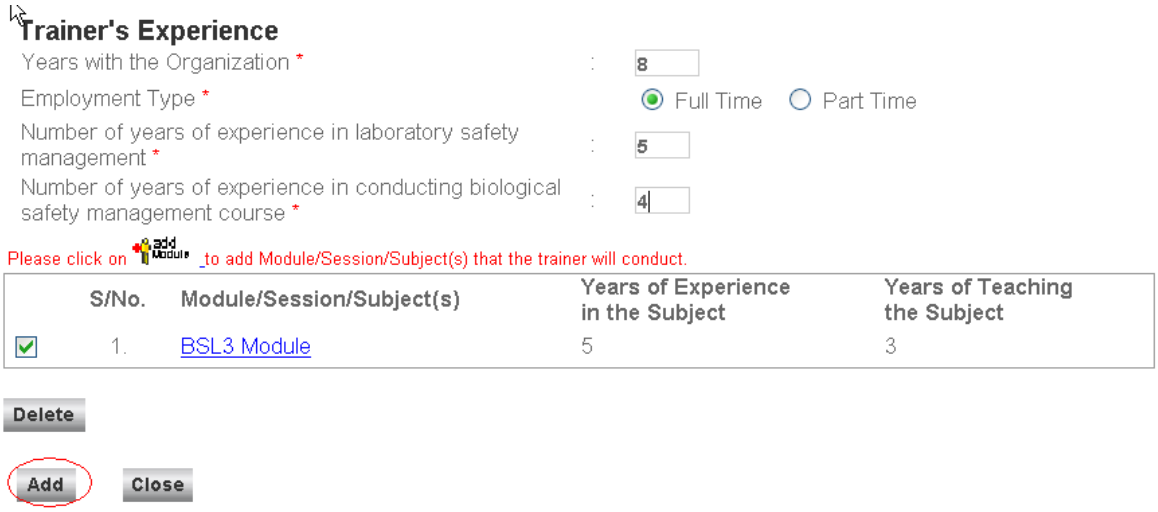
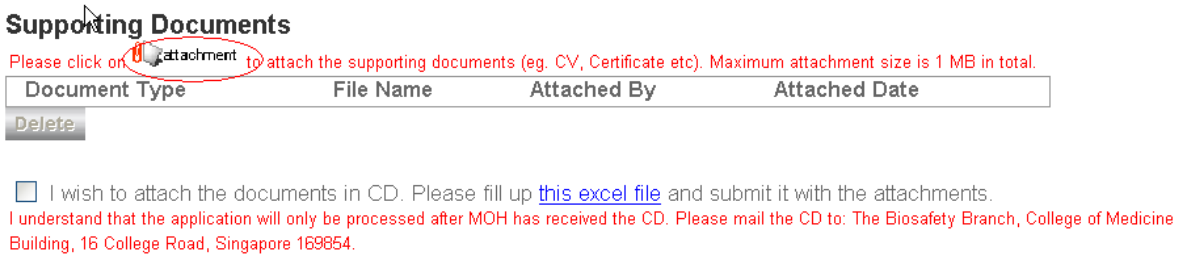
xvi. Click **Add** to add trainer to the list.



xvii. To delete trainer's particulars from the list, check the checkbox beside S/No, and click the **Delete** button to delete the selected trainer from the list.

xviii. Click on the attachment icon to add supporting documents.



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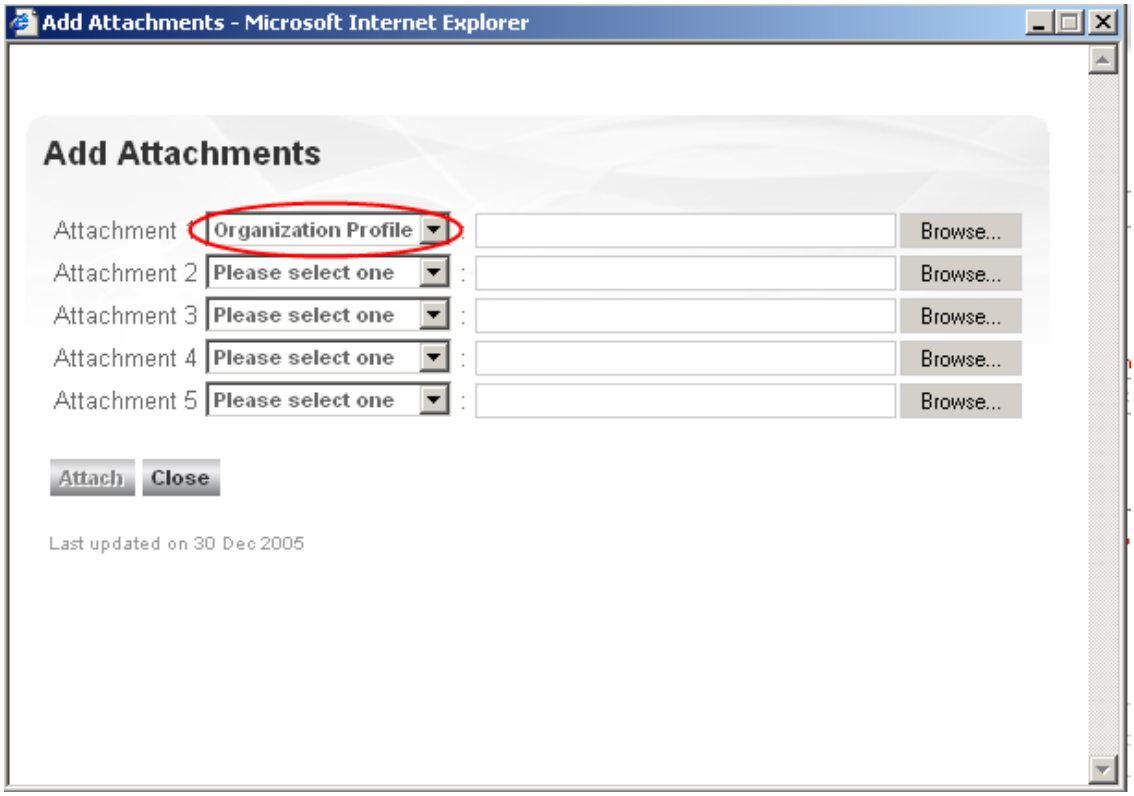
A pop-up screen is displayed for selecting the types of documents to be attached. Select the document type information.



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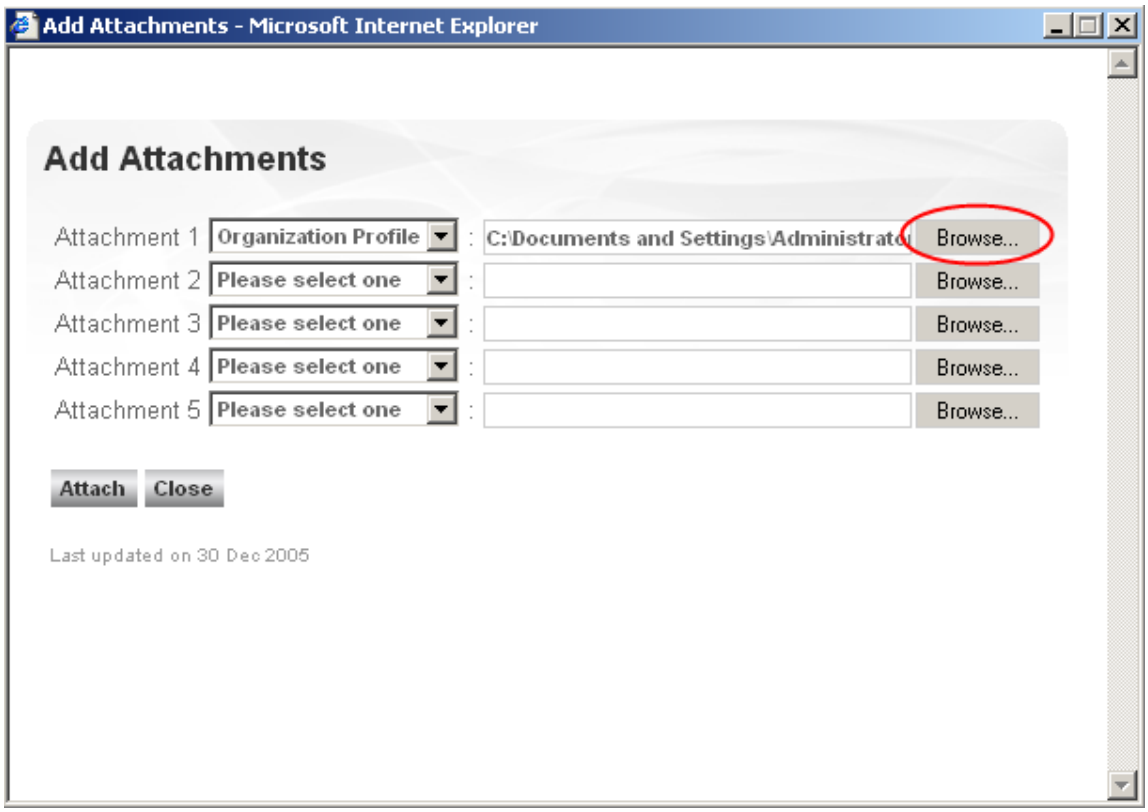
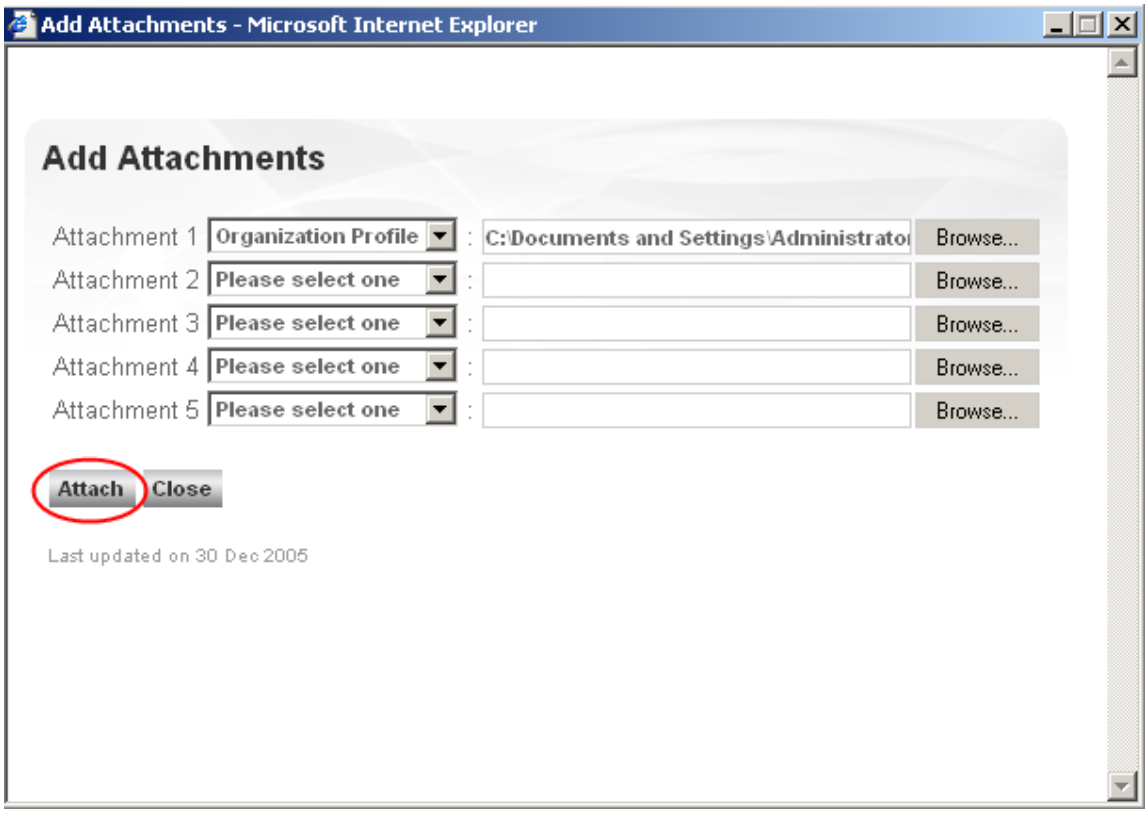
Click **Browse** to choose a document to be attached.



Then click **Attach** to attach the file.



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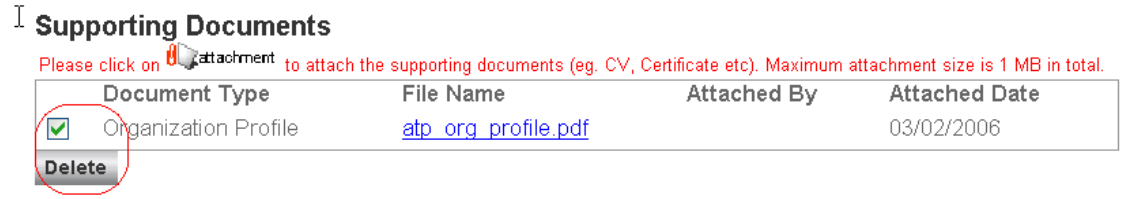
xix. Check the checkbox to select 'I wish to attach the documents in CD'.

xx. To delete the attachments, check the checkbox to select the document you wish to delete, and click on the **Delete** to delete the attachment(s) form the list.



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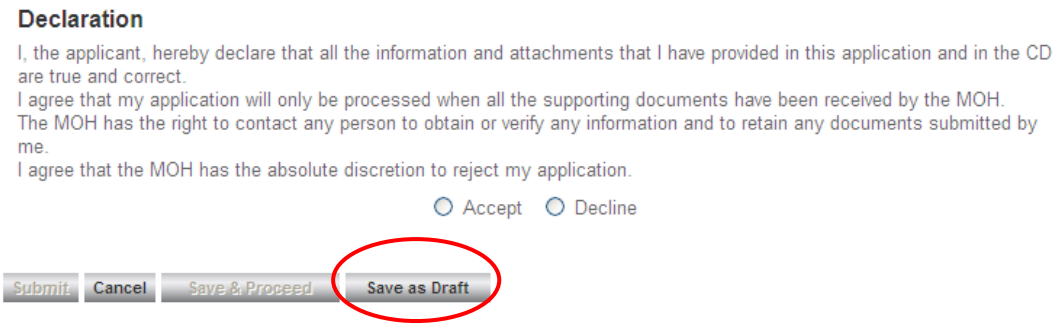
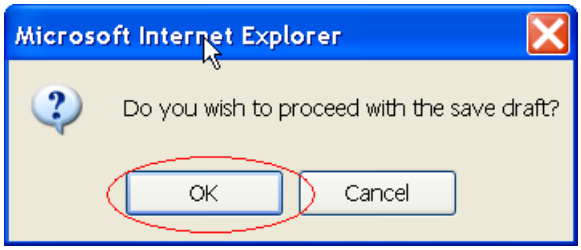
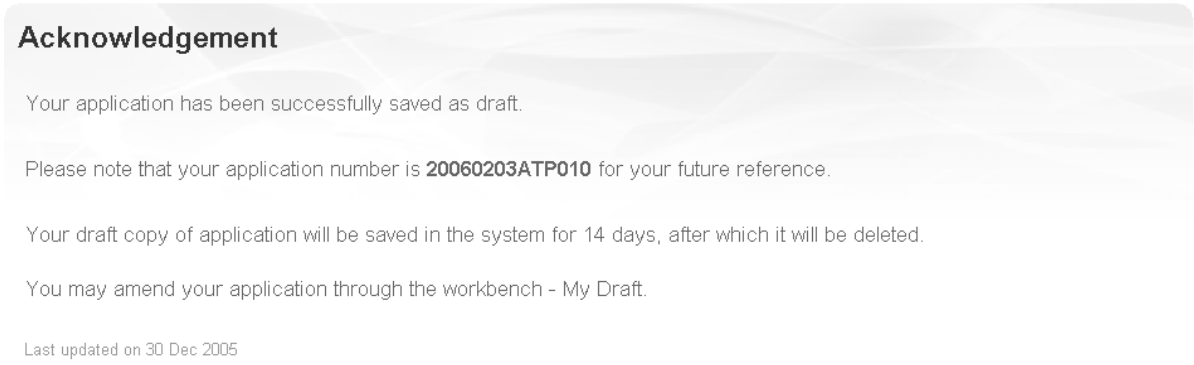
xxi. Click **Save Draft** to save application as draft for further amendment or completion at a later date.

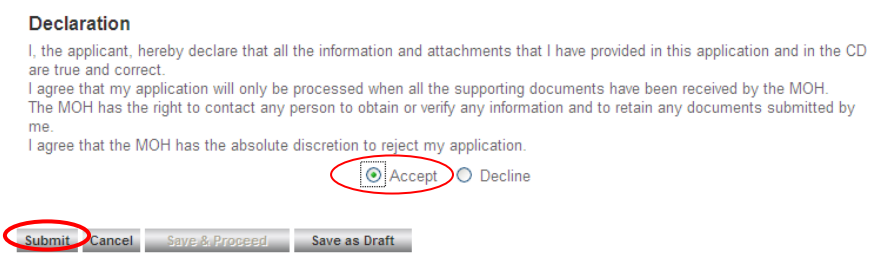


xxii. Click **OK** to proceed, and an acknowledgement page indicating the application number, will be displayed. The draft copy will be kept in the system for 14 days.





xxiii. To submit the application form, select **Accept** and click on the **Submit** button.



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xxiv. Click **OK** to proceed.

xxv. The system validates the entries. If there is no error, the system will display a confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.

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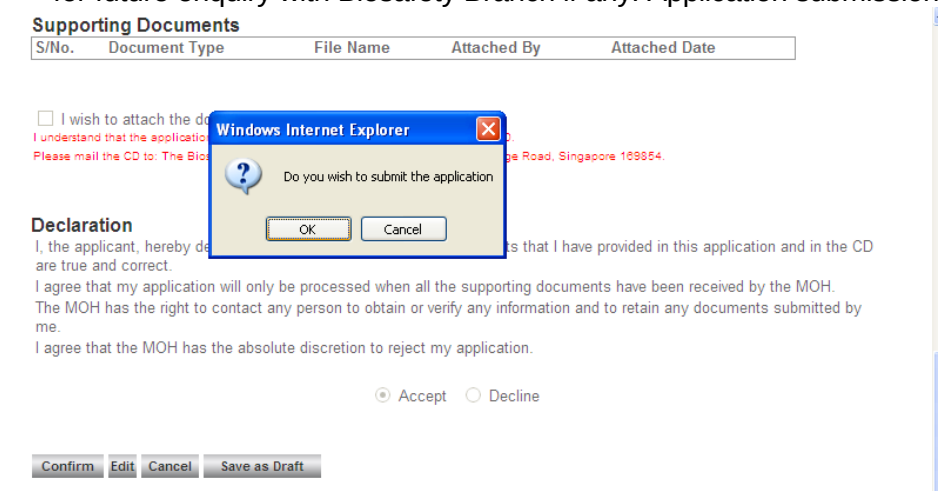
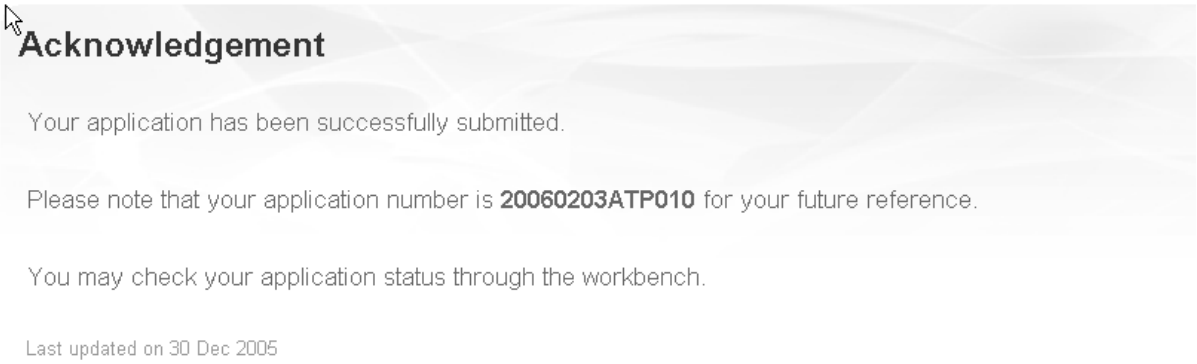
xxvi. To confirm submission, click **Confirm** and **OK**, The system will system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.





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2.1.3 Save Draft Copy

5. Follow the above step 1 to 4 to save a draft copy for the application.

6. The Applicant can log into the Biosafety Internet website to retrieve the draft for further completion.
   Biosafety Internet website -> Login

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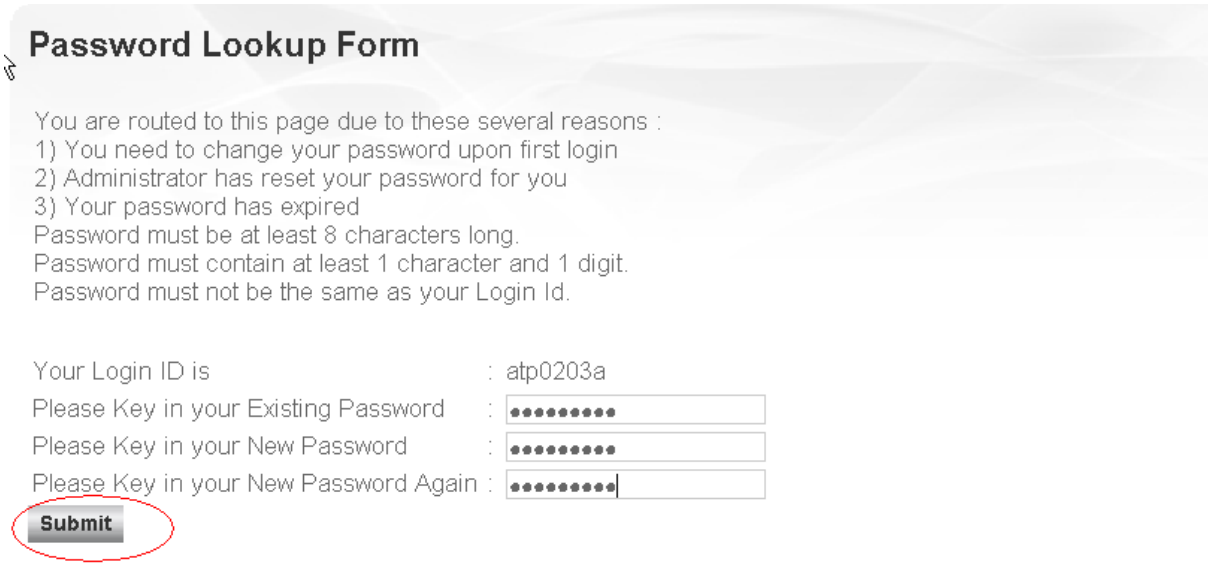
7. The system will prompt for the password lookup form if this is the first time login to the system.
   Enter both the existing and new password, and click the **Submit** button to change the password.



8. A welcome page will be displayed if the applicant has successfully changed the password.

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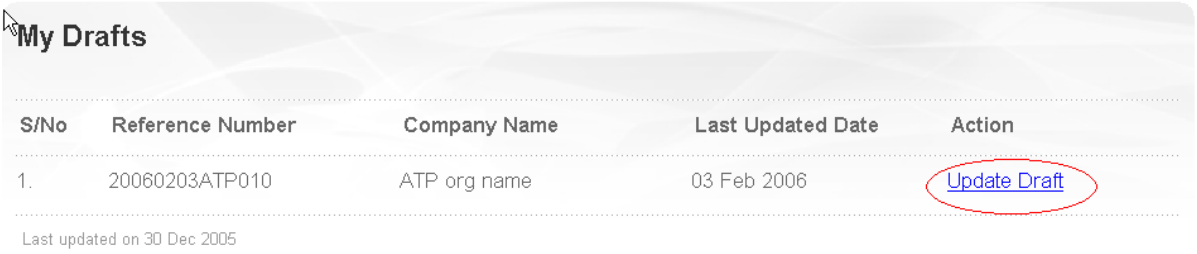
9. Go to Work Bench -> My Draft.

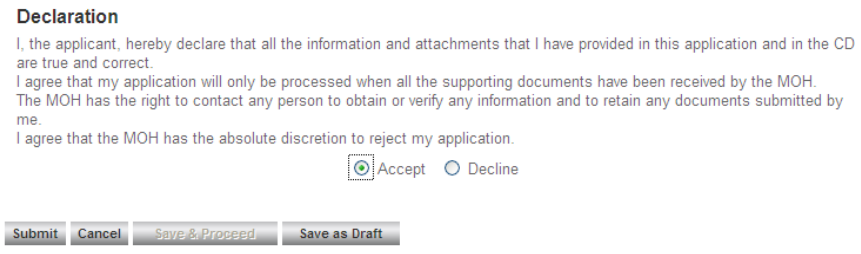
10. Click on Action '**Update Draft'** to retrieve the draft copy from the system.



11. Repeat the above steps from xi to xiii if adding more 'module/session/subjects' to the same trainer.

12. Repeat the above steps from vi to xiv if adding the additional trainer for the same course.

13. After completing the registration, select the **Accept** radio button and click the **Submit** button.



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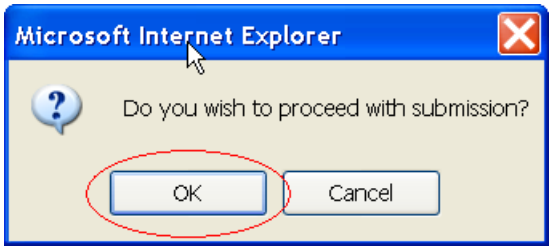
14. A confirmation message is displayed.
    Click **OK** to proceed with the submission.



15. The system displays the confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.

16.

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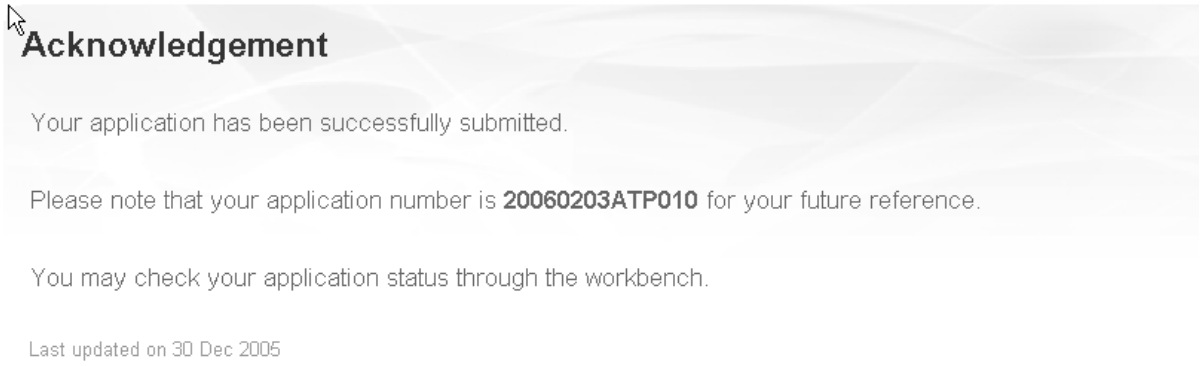
17. To confirm submission, click Confirm and OK, The system will system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.



Check Application Status

18. The applicant can check the application status after successful submission via the 'Work Bench -> My Application Status'.
    For new application submission, the status will show 'Pending Approval'.

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Responding to MOH Duty Officer's Enquiry

19. If MOH Duty Officer has requested for more information on the submitted application during the evaluation, the application status will change to 'Input Request'.

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20. Go to Work Bench -> My Tasks, click on the Reference Number to respond to the input request from MOH.

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21. The system displays the information pertaining to the application.
    MOH Duty Officer's remark is also captured in the application details. The applicant updates the respective information as requested.

22. After responding to the enquiry with the amended application details, click **Accept** and **Submit** button to proceed.

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2.1.4 Update Profile

For the approved ATP registration, the applicant can update profile via E-Services after logging into Biosafety Internet website.

23. Biosafety Internet website -> Login -> Work Bench -> My Application Status

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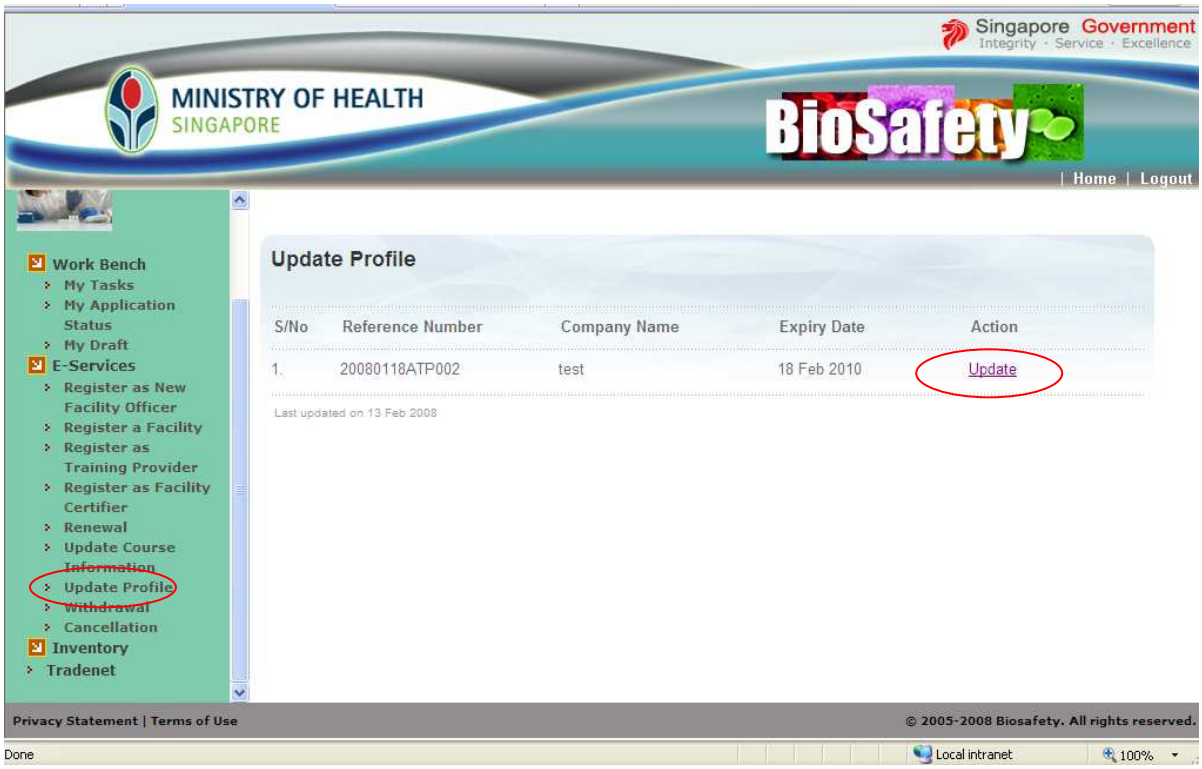
24. Go to E-Services -> Update Profile
    Click **Update** link to retrieve the application details. The applicant can update the organisation particulars, and particulars of persons making the application.
    Any change on course information requires MOH's re-assessment and should be updated via **Update Course Information** link. Please refer to Section 2.1.5 for instructions on Update Course Information.



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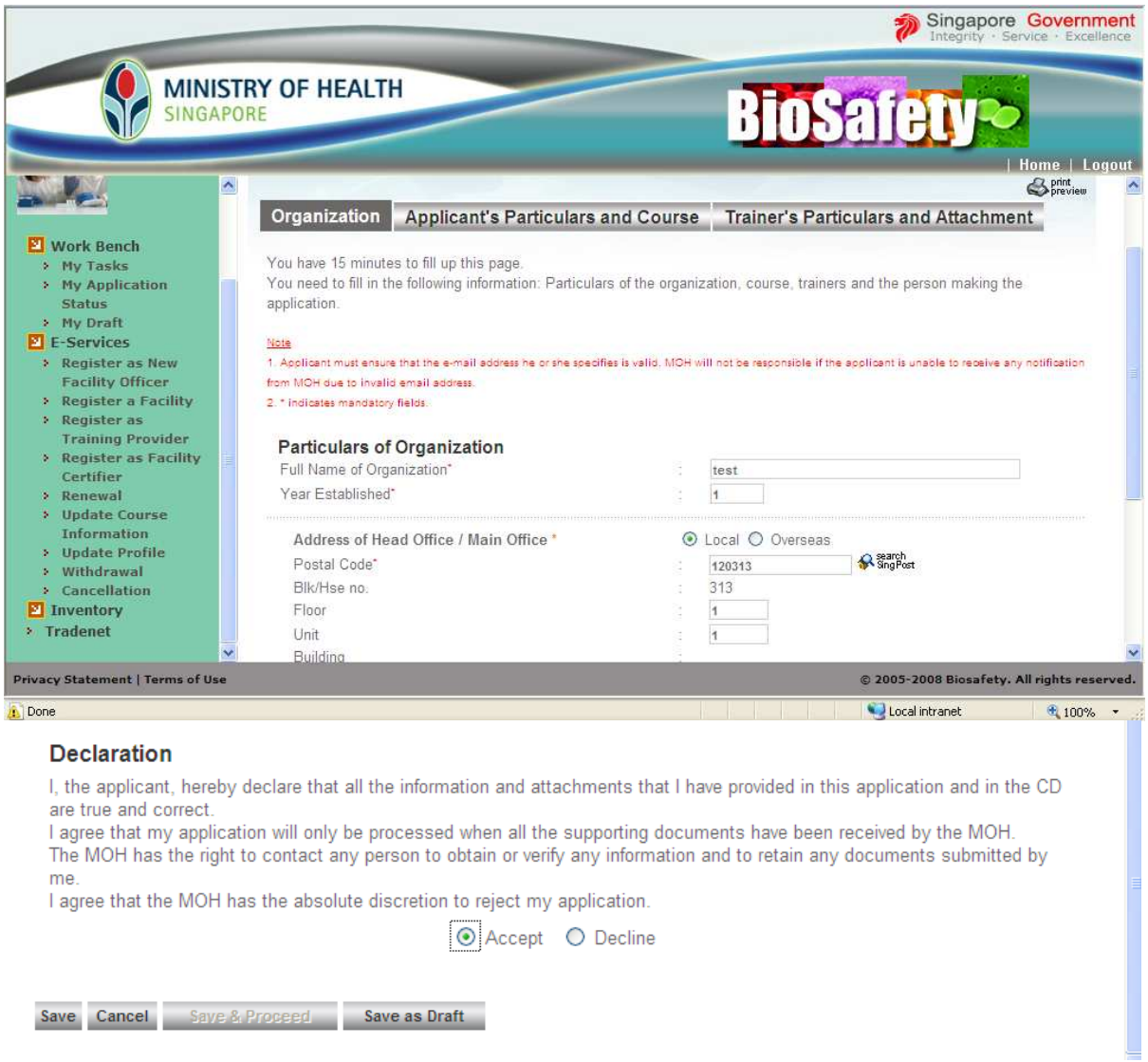
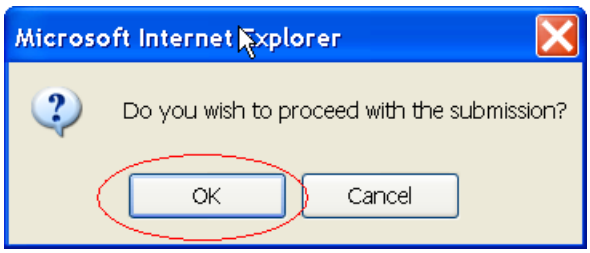
25. If the organisation changes the telephone no., this can be amended directly by clicking **Accept** and **Save** button to effect the changes after entering the new telephone number.



26. A confirmation box is displayed. Click **OK** to proceed with the update.



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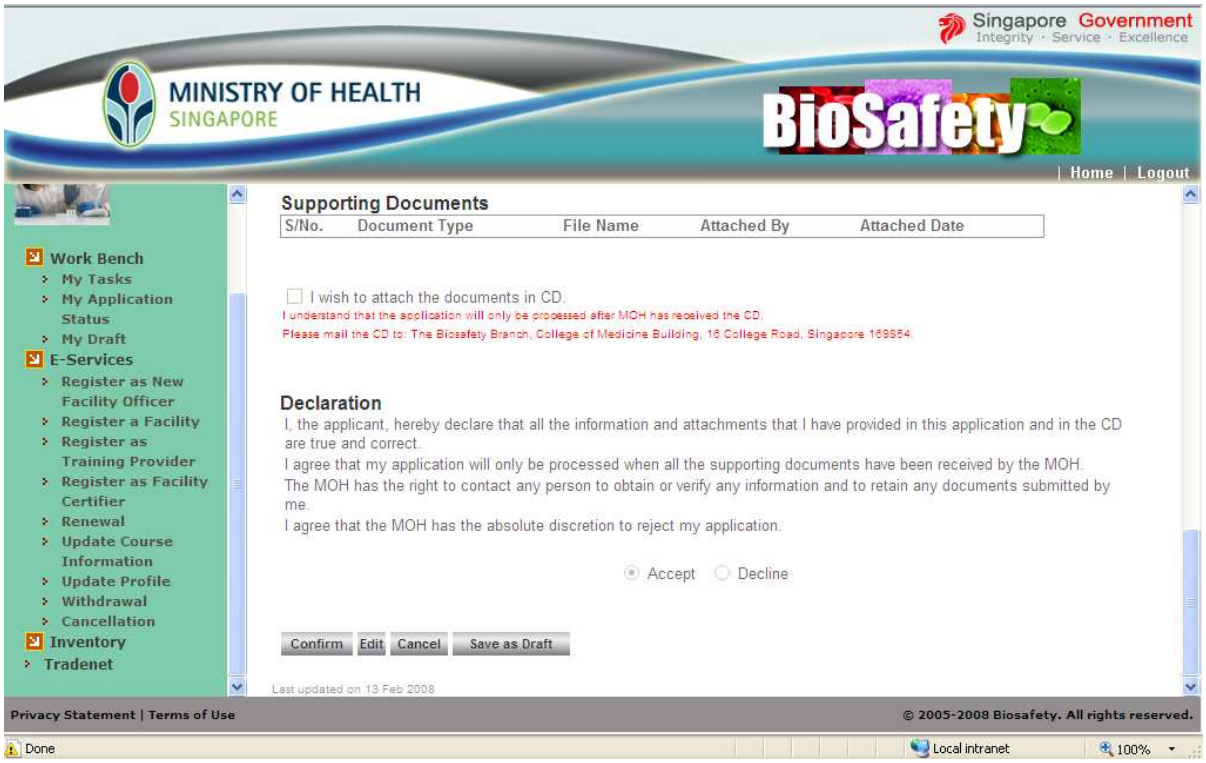
27. A confirmation page is displayed. Users are allowed to edit the application form, confirm update or cancel the update. To confirm the update, click **Confirm** to proceed with the update.



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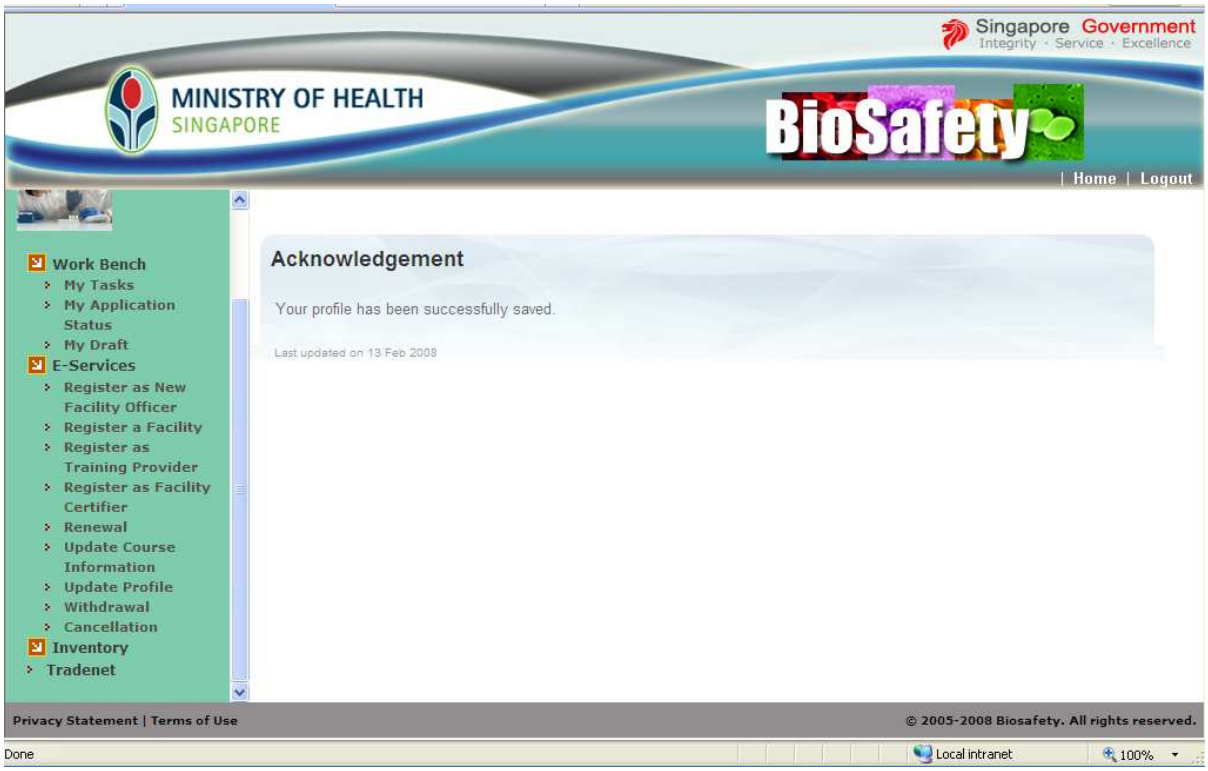
28. An acknowledgement page is displayed, indicating the information has been saved.



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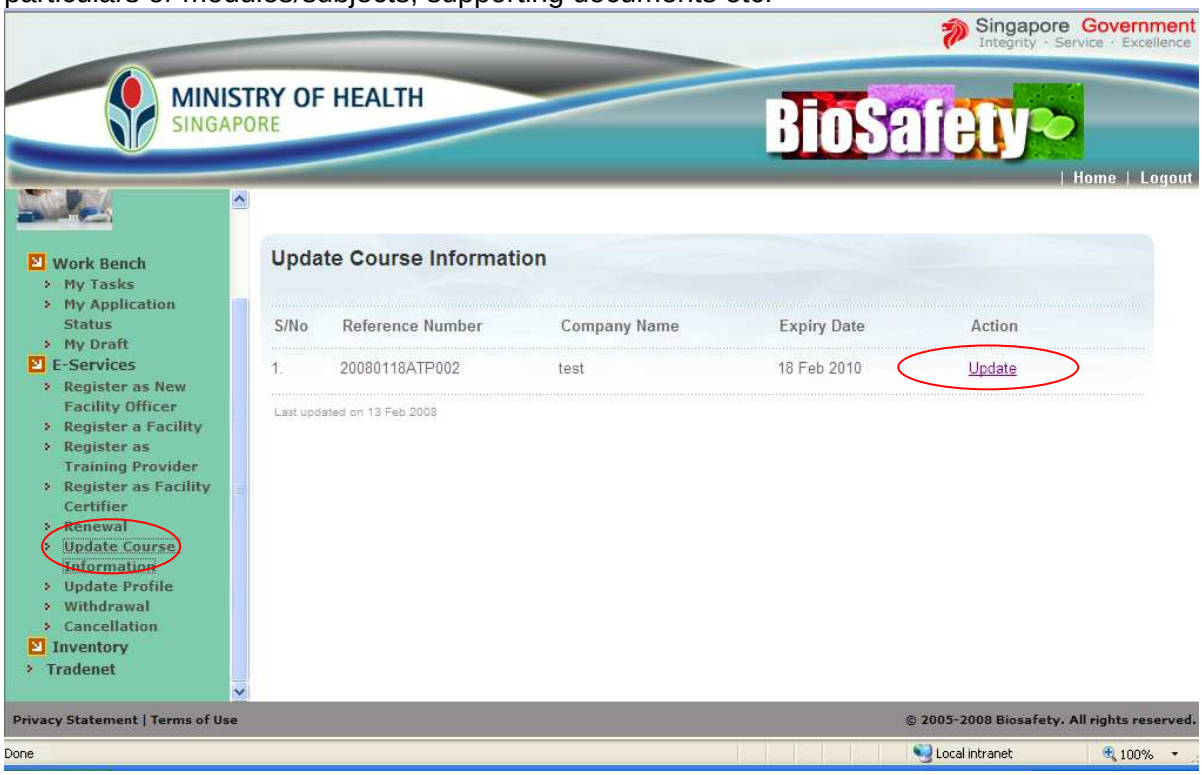
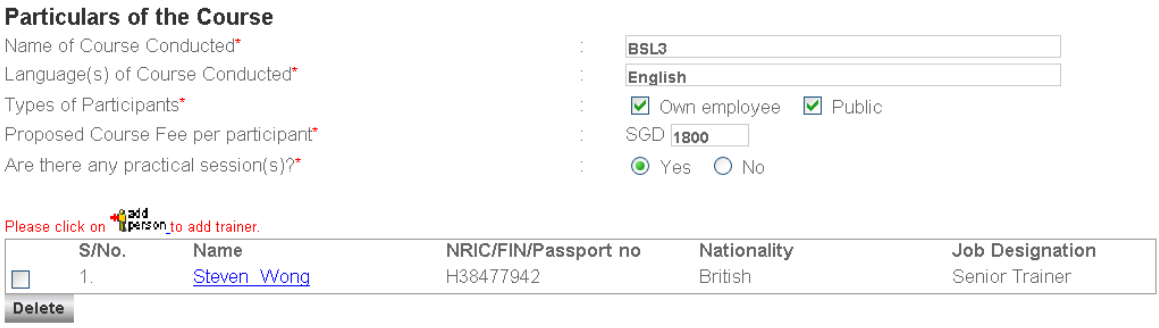
2.1.5 Update Course Information

29. Biosafety Internet website -> Login -> E-Services -> Update Course Information
Click **Update** action to update information related to the course, including trainer's particulars or modules/subjects, supporting documents etc.



30. The system retrieves the application details, and enables the course information section to be editable.
Click on the trainer name hyperlink if amending the trainer's particulars, e.g. to add a new trainer or add/delete a module/subject, etc.



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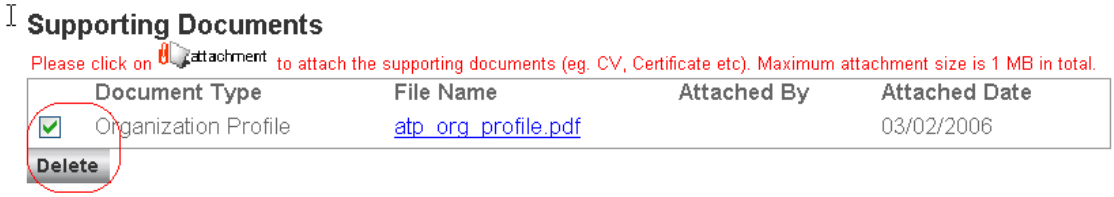
Click on the attachment icon to add supporting documents or select the document and click on the **Delete** button to delete the document.



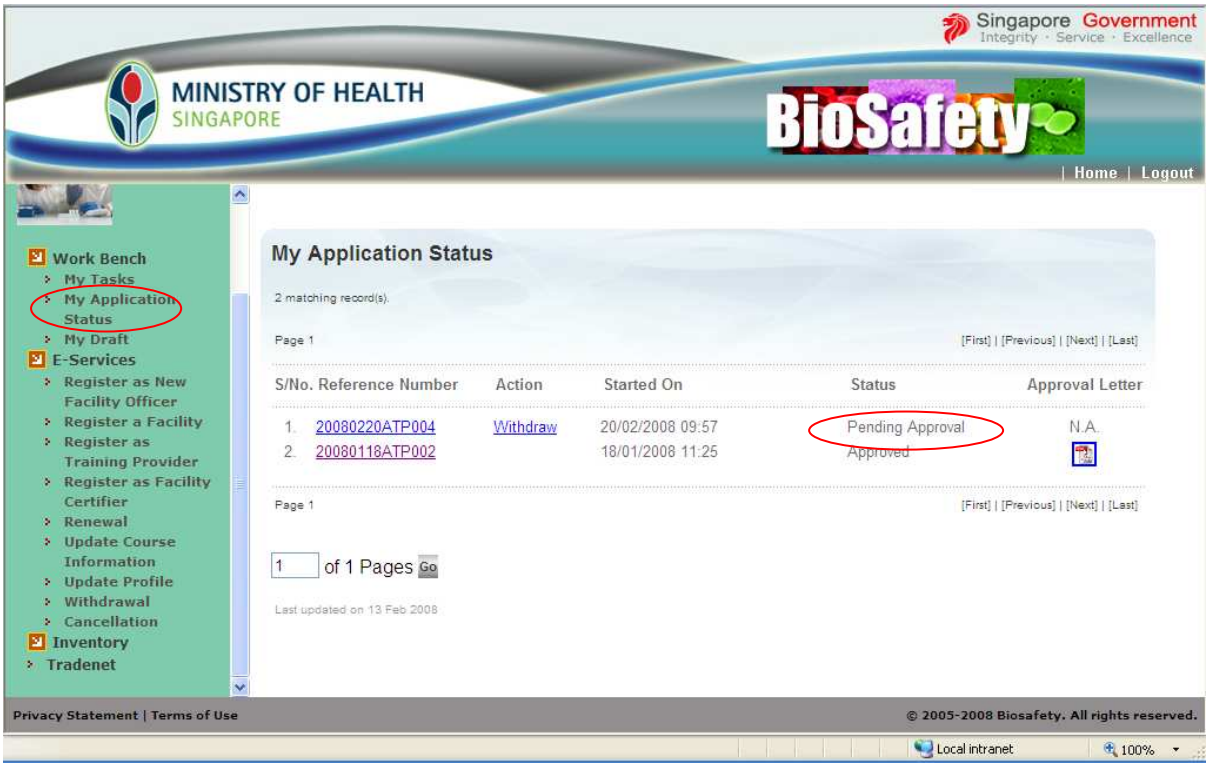
31. Click **Accept** and **Submit** button to proceed with the submission.

32. A confirmation box is displayed. Click **OK** to proceed.

33. A confirmation page is displayed. Click **Confirm** to proceed with update, click **Edit** to make further change or **Cancel** to cancel the update.

34. An acknowledgement page is displayed, indicating the successful submission of application to MOH for re-assessment.

35. The applicant can go to 'Work Bench -> My Application Status' to check that the new status is 'Pending Approval' after updating the course information.



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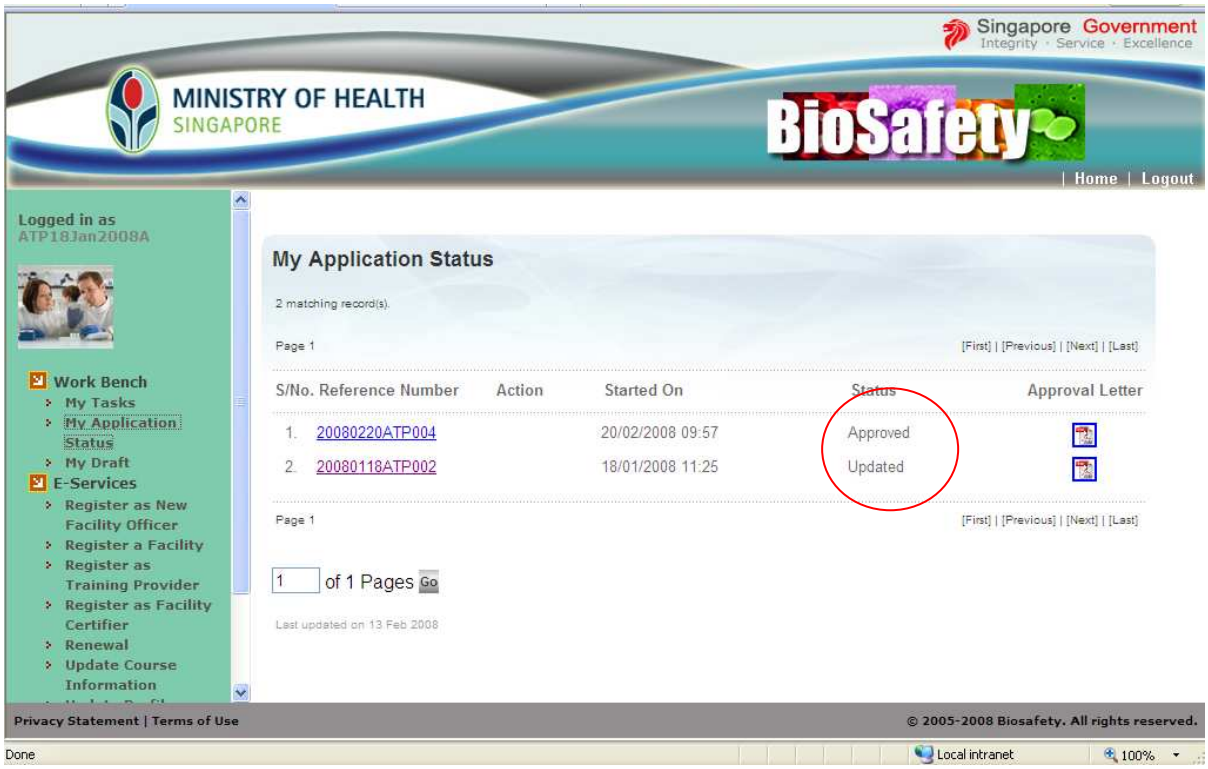
Check Application Status after Updating Course Information

36. Biosafety Internet website -> Login -> Work Bench -> My Application Status
    The status is updated accordingly after MOH approval on the course update information.



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